Finding Project ChartFields - UF Project Cash Based

For funds 211, 212, and 213, use the UF Project Cash Based Summary page to lookup the ChartFields associated with a project.

(Note: for funds 201 and 209, use the UF Project ChartFields page to lookup the correct ChartFields for a project.)

Navigation: Main Menu > Set up Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > UF Cash Based Proj Chartfields

For all projects, use UFLOR as the Business Unit.

Search for a project using part of the Project ID:

1. Click in the Business Unit field and enter “FLPTU”.
2. To search by a part of the project ID, select "contains" in the Project dropdown menu.
3. Click in the Project field and enter the desired project ID information. In this example, the project ID contains 785.
4. Click the Search button.
5. Select the desired project number from the list. In this example, select project number 00043785.

This page displays the ChartField information for your project.

6. Click the Return to Search button.

In this example, you used the UF Cash Based Proj Chartfields page to lookup the correct ChartFields for a project.